Activity	#:
Activity	π

Process Evaluation Plan Format

SMART Objective: By June 30, 2011, Increase the proportion of County X school districts with comprehensive tobacco-free school grounds from 0% to	Short Term Outcome
43%.	Number: 1.14.2
Activity Names Comprehensive Telegoe Erea School Cround Policies	MAPPS Strategy:
Activity Name: Comprehensive Tobacco-Free School Ground Policies	Access
Action Steps:	Change Sector:
-Contact Districts	School
-Update policy information in School Grounds Policy File	
-Determine districts with limited or no current school grounds policy	
- Set up meeting with youth and sponsors to determine plans to educate students and faculty on the importance of TFSGP	
- Provide secondhand smoke media materials (banners, posters, activities)	
- Present policy change to school board for approval	

Activity Narrative: Descriptions and justification of the proposed activity. How will it impact the needs identified by your CHANGE Tool Community Action Plan?

Process Indicators	Data Sources	Data Collection	Timeframe	Data Analysis	Communication Plan	Staff Assigned
1) Number of school districts	1-6)Tobacco-free school ground	1-6) Review	Data will be	1) Count of school districts	Relevant progress	-County-TUPP Program
contacted	policy log book (logs of visits to	and abstraction	collected	contacted	report will be	Coordinator
2) Number of policies from	schools, contact persons,	of current	from	2) Count of policies from all	provided to school &	-County-TUPP Health
all schools reviewed	meeting minutes)	school districts	September	schools reviewed	used for education	Educator
3) Number of schools with no		tobacco-free	– June 30,	3) Count of schools with no	purposes	-Youth Sponsors
policy in place assessed	1-6) Final documents on policies	school ground	2011	policy in place assessed	- A mid and final year	-TASK Members
4) Number of schools	from all schools; information	polices		4) Count of schools	report will be	- Student Leaders
requiring additional policies	from school principals and			requiring additional policies	provided to KDHE	-Local coalition members
assessed	board clerks			assessed	- The final policy	-School board members
5) Number of policies				5) Count of policies	document	- School administration
drafted/finalized for schools	2-6) Final report on review of			drafted/finalized for	summarizing school	
with no policies	school policies			schools with no policies	policies and progress	
6) Number of additional				6) Count of additional	will be provided to	
policies finalized for schools	1) Meeting logs/minutes			policies finalized for schools	student leaders and	
requiring additional policies				requiring additional policies	local legislators	
	2-6) Final documents of policies					
	for schools with no policies and					
	for schools requiring additional					
	policies					

Source: CDC Division for Heart Disease & Stroke Prevention. State Heart Disease & Stroke Prevention Program. Evaluation Guide. Developing an Evaluation Plan. Department of Health & Human Services. Centers for Disease Control & Prevention. National Centers for Chronic Disease Prevention & Health Promotion (Adapted Version for Program Evaluation Training)).